



Board of Trustees

Meeting Agenda

Thursday, April 10, 2025, 5:15pm
Crook County Library Broughton Room
175 NW Meadow Lakes Dr., Prineville, OR 97754

MEETING OPEN TO THE PUBLIC

Join Zoom Meeting:

<https://crookcountyor.zoom.us/j/93325770929?pwd=YqxZl3iPw7xgl1iDFPfbswgGqdM2Aq.1>

Meeting ID: 933 2577 0929

Passcode: 300834

RECORDING NOTICE: This meeting will be recorded via Zoom

1. Call to Order (5:15pm)

- i) Additions/deletions from the agenda; approval of agenda (**ACTION**)
- ii) Conflicts/potential conflicts of interest
- iii) Announcements

2. Public Comment (5:15-5:25pm)

3. Consent agenda (ACTION) (5:25pm)

- a. Minutes of March 13, 2025, regular meeting.

4. Reports (6:00-6:15pm)

- a. Friends
- b. Director's report

5. Financials/Statistics Review (6:15-6:20pm)

6. Continuing business (6:20-6:40)

- a. Update on budget meeting with Finance Department. Board approval of budget respectfully requested.
- b. ODOT eBike update.
- c. EV Bookmobile grant opportunities.
- d. ODHS grant for backup generator update.

7. New Business (6:40-7:00)

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with ORS 192.660.

The Board of Trustees meets on the 2nd Thursday each month at 5:15p in a meeting room at the Crook County Library at 175 SW Meadow Lakes Dr., Prineville, Oregon. Sign language interpretation for the hearing impaired is available with at least 48 hours' notice.

8. Agenda items for next meeting: May 8, 2025, Broughton Community Room, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.

9. Adjournment

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Board of Trustees

Meeting Minutes

Thursday, March 13, 2025, 5:15pm
Crook County Library Broughton Room
175 NW Meadow Lakes Dr., Prineville, OR 97754

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Meeting ID: 933 2577 0929
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Attendees:

- **Staff:** [y] Sarah Beeler, [n] Cindy York
 - **Trustees:** [y] Sandy Kerbow, [y] Mark Maboll, [y] Natalie Good, [y] Keya Rohovit-Wrolson, [y] Michael Stremme
 - **Guests:** None
-
- **Call to Order:** Michael Stremme called the meeting to order at 5:15pm. Mark Maboll made a motion to approve the agenda. Sandy Kerbow seconded the motion. Agenda approved.
 - **Public Comment:** None at meeting and none online.
 - **Consent agenda:** Mark Maboll made a motion to approve the February meeting minutes. Keya Rohovit-Wrolson seconded the motion. February minutes approved.
 - **Conflicts/potential conflicts of interest:** None
 - **Reports:**
 - i. Friends: The Friends earned \$2635.49 in December and their expenses were \$354. They enjoy filling the display case outside Chapters Bookstore, but they have asked for an easier (and safer) way to add and remove items. They have concerns about the heaviness of the large glass shelves and awkwardness of reaching in and filling the display case. Crook County Facilities is looking at options. The company that takes all the Central Oregon thrift store leftovers is no longer taking books. The Friends are considering disposal/recycle options for books left over after their book sales in May and October. They found a new secretary.

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- ii. Circulation services: Cindy prepared a report showing photos of rising water levels in the Crooked River at Gervais Park. She also shared a graph showing the popularity of self-check kiosks
- iii. Director's report:
 - i. EV Charging station costs and options were discussed. The Board suggested pivoting away from the Level 2, dual port public charging station for several reasons. The four dual-port, Level 2 charging stations at the new Justice Center and one at the Fairgrounds are not generating much income, \$100/month. The annual inspection cost on those units was approximately \$6500. A more cost-effective option may be to look for funding to install one fleet EV charging station and seek grants for a new EV Bookmobile.
 - ii. Bids for a second cultural site analysis, \$13,290, are on hold until the budget process has been completed. Michael Stremme suggested some strategic partnerships (Crook County Schools) may be beneficial for residents living up Juniper Canyon.
 - iii. The ODHS Resilience Hubs and Networks grant has made the Library a grant-award offer of \$80,000 to purchase a backup-generator. Total cost for the generator (excluding site prep, maintenance, inspections, and installation) is approximately \$87,000. Additional funds may be available through an existing donation and the Friends to purchase the generator. The Facilities Director will ask the company who gave us the bid if they are willing to give us a discount. Additional funds will be needed for installation, site prep, annual inspection, and maintenance.
 - iv. A meeting was held with Deschutes Public Library and Jefferson County Library District to discuss upgrading to a new ADA compliant catalog, Vega Discover. Deschutes is helping CCL and JCLD make the transition to the new catalog.
 - v. A second meeting was held with DPL and JCLD to discuss updating the contract. JCLD prepared a streamlined contract for discussion at the meeting. The goal is to update and streamline the contract which is over a decade old.
 - vi. Sarah will email the Board the budget once she has it. A second budget meeting is planned. The Board may need to approve the budget via email vote.

- **Next meeting:** Thursday, April 10, 2025, Broughton Community Room, 5:15pm, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.
 - i. Approval of March meeting minutes.
 - ii. Approval of February Financials (if available).
 - iii. Approval of FY26 Budget, if not already approved via email vote.
- **Adjournment:** Meeting adjourned at 5:37pm.

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Friends of the Crook County Library
Board Meeting Minutes
Wednesday, February 19, 2025

Board Members Attending

Linda Dunn, Gordon Gillespie, Carrie Gordon, Janet Herrmann, Jeannette Holman, Ginger Nedry, , Janice Staats, Faye Streier

Guests: Sarah Beeler (Library Director), Kim Bales (Tech Services) and Brenda Ford

Faye called the Board Meeting to order at 2:05 pm.

Secretary Report

- Carrie moved to accept the January 2025 minutes; Faye seconded, no discussion, passed

Treasurer Report

- Carrie took us through the activity report and spreadsheet.
- From January 2025 Treasurer's Monthly Activity Report: Income \$2459.31, Expenses \$164.36.
- Carrie introduced an opportunity for the Board to meet with someone from Wells Fargo Investment Fund to discuss investment strategies for the FOL and interested board members. Carrie will arrange a meeting time/date to coincide with the Board's meeting.

Committee Reports

Chapters Kids Bookstore

- Janet will be placing an order for toys soon.
- The display case is very hard to access and unsafe because the glass shelves are easy to fall down on your head. Janet would like to coordinate getting the display to open from the lobby. Janet will talk to Sarah, and if okay with her, will get an estimate for the cost and come back to the board for a vote.
- Bob no longer wants to do bank deposits, so Janet will take that on.

Membership

- Carrie and Janet managed the membership mailing. To date, there are 149 members, 48 renewals and one new member. Fourteen members paid \$50.00 or more in dues.

Book Sorting

- Janice reported that a retired police officer is interested in donating books from a well-preserved private collection in Hillsboro, OR. Janice is excited to hear from him in the coming months.

Volunteers

- Janice had to access Prineville Info website to obtain more volunteers to box up the books left over from February's sale. She obtained three volunteers. She also indicated a new 4H Leader and her assistant and a Cub Scout Leader (with her Cub Scouts) wants to help with future book sales. Janice will send them a membership form.
- 4-H has hired two new people: Carmin Shelton and Reaza Hacker. They will be added to the volunteer list.
- Victoria Mae Fleming stated on our Facebook page that she is a Cub Scout Leader and would like to get her Cub Scouts involved in our book sales. She will be added to the volunteer list, and Janice will email her the Volunteer Forms including the Parental Form.
- Carrie shared that a friend of hers, Beth Peer, who recently retired would be interested in joining the board as Secretary. Linda indicated that she could become her substitute.

Publicity/Public Relations

- Submissions for Your Roundup are needed sooner than previously.

March 3rd Saturday Book Sale (15th) – Ginger will facilitate this one. Faye will do the one in April.

Faye suggested that we move the agenda topic of May Sale Leads to the March Board Meeting.

New Business

Kim Bales and Brenda Ford provided an overview of **Library's funding request** for the 2025 Summer Reading Program (see write-up). Janice made a motion to fund the requested \$6500, Jeannette seconded, no further discussion, passed.

New Board Member and Secretary

Faye introduced Linda Dunn who said she would serve as the incoming Secretary. Faye made a motion to have Linda serve as a board member. Carrie seconded, no discussion, passed. Carrie made a motion for Linda Dunn to be Secretary, Jeannette seconded, no discussion, passed.

Library Report

- ODOT grant for three e-bikes coming soon. They will be stored in the 3rd shed. The grant also covers insurance. Good Bike will maintain the bikes.
- Received \$87,000 grant for a back-up generator, but asked for \$187,000. Sarah is going after other grants for this. Carrie said that FOL could help fund this if needed.
- For safety, installed fence posts to keep people from behind the building and some windows are getting tints so you cannot see in.

- Sarah is going after a DEQ Diesel Emission Grant for a new Bookmobile.
- Juniper Canyon site needs a cultural site analysis.
- Getting rid of some computers as people are using their phones more.

Accomplishments

- **Volunteer hours** since the last Board Meeting:
 - Board of Directors = 86 hours total

▪ Faye 11	▪ Janet 10
▪ Carrie 20	▪ Jeannette 20
▪ Janice 18	▪ Ginger 4
▪ Gordon 3	
 - Chapters Kids Bookstore = 70.75 hours
 - Non-Board (book sales) = 32.25 hours total
- **January Book Sale.** Made \$296.00. A lot of people dropped off book donations in Chapters Kids Bookstore and then headed into the sale to buy more. We had 7 people for set up, 6 people for cashiers, and 12 people for take down which equals 18 hours non-board volunteer hours. Started with 63 boxes, and had estimated 50% leftovers (31 boxes) that were placed in the middle shed.
- **February Book Sale.** We took in **\$247** and received \$12 in additional donations. We had 11 tables. We started with 63 boxes and had 52 left (82% leftover). Nine people set up and we were done in about 45 minutes. Four people worked the sale plus Janet Hermann in the Chapters Bookstore. Nine people took down and helped transfer leftovers to the storage shed. We were done by 1:45.
- Carrie wrote and presented the Director with a check for \$6500 to fund the library's 2025 Summer Reading Program.

Meeting adjourned 3:05 pm.

Minutes by Linda Dunn

Friends of the Crook County Secretary

Friends of the Crook County Library
Board Meeting Minutes
Wednesday, March 19, 2025

Board Members Attending

Faye Streier, Ginger Nedry, Carrie Gordon, Janet Herrmann, Gordon Gillespie, Jeannette Holman, Beth Peer

Guests

Sarah Beeler, Gordon Moore

Ginger called the Board Meeting to order at 2:02 pm. We introduced ourselves to Beth.

Secretary Report

Faye moved to accept the February 2025 minutes as written. Jeannette seconded, passed with no discussion.

Treasurer Report

Carrie explained the budget reports.

- Used book sales in Chapters \$146
- February Third Saturday sale \$ 222.00
- Membership dues \$2491.00 as of February 2025, 108%
- No deposits from Friends made in January.
- From January 2024 Treasurer's Monthly Activity Report: Income \$2700, Expenses \$6,523.00 (this included 6,500.00 for Summer Reading Program).

Committee Reports

Chapters Kids Bookstore -

- 57.5 volunteer hours

Membership -

- 73 renewals so far. Eight of the renewals since February board meeting report were \$50.00 or above. 3 paid \$50, 2 paid \$100, 2 paid \$250, and one paid \$500. A special thank you to Jeannette and Steve Holman for this \$500 membership. Sent a thank you letter for anything \$50 or above.
- Faye volunteered to attend an upcoming Chamber mixer to provide information about Friends.

Book Sorting - No report this month.

Volunteers - No report this month.

Publicity/Public Relations - Faye will update our Connect Central Oregon information.

March third Saturday sale- We had a big crowd for the first half of sale.

April Third Saturday- Faye and Ginger are co leads- Carrie and Gordon G. will move books from shed on Friday at 2:00– Billy Allen will likely help but to confirm Faye will ask for help with this task in the volunteer email.

May Overstock Book Sale – May 16-17, 2025.

- Leads: Planning- Faye, Book Transport- Ginger, Set-up- Janice, Sale Day- Jeannette, Steve, and Gordon G. assisting.
- Janet will make calls to organizations regarding our excess books after sale and prepare reminder sheets for volunteers.
- Ginger will coordinate with ROTC, Pioneer High School, 4-H, and Cub Scouts to see if they can help with book loading/unloading. Start time for book transport on May 16 will depend on their availability.
- Table set up will start at least ½ hour before transport of books begins.
- We won't use trailers since all books and tables are in shed across the street. Will ask for pick-ups and SUVs in volunteer email.
- Jeannette will ask Travis if he can revise the poster for us.
- Faye will update the task sheet and send out to all.

Carrie made a motion to have Beth serve as a member at large of the Friends board, providing back-up Secretary duties. She will fill one of the vacancies on the board and will be officially voted in at the member meeting in October. Jeannette seconded, passed with no discussion. Beth's email is now: bjpeer@outlook.com.

Library Report (Sarah Beeler) -

- Sidewalks at the library are in poor condition, and the library will be addressing this soon.
- The library received a grant for the purchase of a backup generator.
- Sarah is expecting a check for e-bikes from Oregon Department of Transportation
- Sarah has received permission to apply for a grant for a new electric bookmobile.
- Sarah is not going to pursue the installation of an electric vehicle charging station at the library as the County has other locations that they need to maintain.
- Reduced funding via the federal Institute of Museum and Library service will create some shortages for Crook County Library services.
- The requested funding (\$13,000.00) for an updated cultural site analysis for the site being considered for a Juniper Canyon library branch funding was cut. Sarah is looking for possible partnerships to accomplish this.
- Sarah is working on next steps to secure funding for a Juniper Canyon branch.
- Working on plan for Chapters window.

Accomplishments

- **Volunteer hours** since the last Board Meeting:
 - Board of Directors = 57 hours total

- Faye 12
 - Carrie 20
 - Janice 8
 - Gordon 4
 - Chapters Kids Bookstore = 57.5 hours
 - Non-Board = 25 hours
- Janet 4
- Jeannette 5
- Ginger 4
- **March 3rd Saturday Book Sale** – Ginger and Faye were leads. Made \$313. 19 non-board volunteer hours. Started with 12 tables and 63 boxes, 36 boxes leftover (57 % leftover).

Meeting adjourned 3:10 pm.

Minutes by Faye Streier, President
Friends of the Crook County Library

Director's Report

April 2025

Prepared by Sarah Beeler, Director of Library Services

Facility

- We were instructed to decline the ODHS Resilience Hubs and Networks grant for a backup generator. Even though \$80,000 was awarded, the award amount was only enough to purchase the generator and not enough for permits, site prep, installation, and annual maintenance. We applied for the total installation price but were told the total-award price would cover the cost of the backup generator only. We are in a season of budget cuts across Crook County (other departments too). Other counties in Oregon are also facing cuts. ODHS indicated we would have had until December of 2026 to spend the funds for the backup generator.
- The ODOT grant for three eBikes has been completed. We are waiting for the initial disbursement check of \$23,407.79 to purchase eBikes and eBike accessories such as helmets, tracking, insurance, etc. Total grant amount, \$58,480.67, to be spent by December of 2027.

Staff

- Some immediate staffing changes and service-level reductions are anticipated due to an unexpected and significant budget reduction. Hoopla has been suspended/placed on hold.
- The staff area has been rearranged so employees are not so crowded.

Strategic Planning Update

- Funds in the budget were not approved to conduct the 2nd cultural site analysis on the 622.11 acres owned by Oregon Department of State Lands. Sarah will look at other options and partnerships to conduct the 2nd cultural site analysis. She will also communicate with ODSL to let them know where we are in the process.

• Other

- The Crook County Library budget has not been finalized enough for board review. Sarah will email final budget numbers when they are available. Savings realized from switching our OverDrive vendor for ebooks to Libraries of Eastern Oregon and savings realized by reducing the number of public computers/catalogs, have already been absorbed into the budget because of the double-digit cost increases to some line items such as employee insurance costs and benefits. Crook County Library patrons will still enjoy a new Vega Discover catalog this summer.

FOR FISCAL YEAR 2024-2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FEB ACTUAL -----	YTD ACTUAL -----	ORIG BUDGET -----	FINAL BUDGET -----	BUDGET REMAINING -----	% REC'D/SPENT
LIBRARY							
REVENUE							
330-0000-300.01-01	BEGINNING BALANCE	.00	950,707.18-	938,000-	938,000-	12,707	1.01
330-0000-300.01-05	INTEREST EARNED	4,469.05-	28,220.95-	33,000-	33,000-	4,779-	.86
330-0000-300.01-08	REALIZED GAIN/LOSS	.00	2,005.38-	0	0	2,005	.00
330-0000-390.90-03	CURRENT YEAR TAXES	51,167.00-	1,592,903.00-	1,702,000-	1,702,000-	109,097-	.94
330-0000-390.90-04	PRIOR YEAR TAXES	2,823.08-	34,579.75-	0	0	34,580	.00
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* REVENUE		58,459.13-	2,608,416.26-	2,673,000-	2,673,000-	64,584-	.98
CONTINGENCY							
EXPENDITURE							
330-0000-569.96-01	CONTINGENCY	.00	.00	956,000	956,000	956,000	.00
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* EXPENDITURE		.00	.00	956,000	956,000	956,000	.00
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*** LIBRARY		58,459.13-	2,608,416.26-	1,717,000-	1,717,000-	891,416	1.52
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**** LIBRARY		58,459.13-	2,608,416.26-	1,717,000-	1,717,000-	891,416	1.52
LIBRARY							
LIBRARY							
REVENUE							
330-3000-324.34-00	STATE GRANTS	.00	10,213.00-	14,000-	14,000-	3,787-	.73
330-3000-329.42-18	COPIES AND PRINTS FEES	717.89-	4,242.05-	4,000-	4,000-	242	1.06
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	.00	535.00-	0	0	535	.00
330-3000-329.50-19	FINES	475.94-	2,888.13-	3,000-	3,000-	112-	.96
330-3000-329.50-24	FINES-STATE COURTS	.00	25,975.75-	26,000-	26,000-	24-	1.00
330-3000-343.43-24	MERCHANDISE	6.40-	70.40-	0	0	70	.00
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	143.10-	768.10-	2,000-	2,000-	1,232-	.38
330-3000-347.47-00	DONATIONS/CONTRIBUTIONS	7,362.31-	17,508.38-	10,000-	10,000-	7,508	1.75
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* REVENUE		8,705.64-	62,200.81-	59,000-	59,000-	3,201	1.05
PERSONNEL SERVICES							
EXPENDITURE							
330-3000-510.01-00	SALARIES & WAGES	48,748.40	363,587.96	640,000	580,000	216,412	.63
330-3000-510.01-02	OVERTIME	214.07	3,321.00	5,000	5,000	1,679	.66
330-3000-510.01-32	EXTRA HELP	.00	1,957.50	3,000	3,000	1,043	.65
330-3000-510.02-01	FICA	3,688.41	27,872.45	49,000	45,000	17,128	.62
330-3000-510.02-02	WORKERS COMPENSATION	1,066.59	4,005.47	1,000	4,000	5-	1.00
330-3000-510.02-03	HEALTH INSURANCE	16,538.17	102,380.79	135,000	138,000	35,619	.74
330-3000-510.02-04	LIFE INSURANCE/LTD	141.71	1,290.13	2,000	2,000	710	.65
330-3000-510.02-05	UNEMPLOYMENT	48.97	345.91	2,000	1,000	654	.35

FOR FISCAL YEAR 2024-2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FEB ACTUAL -----	YTD ACTUAL -----	ORIG BUDGET -----	FINAL BUDGET -----	BUDGET REMAINING -----	% REC'D/SPENT
330-3000-510.02-06	401K RETIREMENT	5,687.62	40,870.89	60,000	69,000	28,129	.59
330-3000-510.02-08	OREGON PAID LEAVE TAX	279.08	1,902.76	3,000	3,000	1,097	.63
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* EXPENDITURE		76,413.02	547,534.86	900,000	850,000	302,465	.64
MATERIALS & SERVICES							
EXPENDITURE							
330-3000-520.05-30	POSTAGE	119.99	1,200.41	3,000	3,000	1,800	.40
330-3000-520.05-71	MINOR EQUIPMENT	.00	325.39	10,000	10,000	9,675	.03
330-3000-520.05-74	PROGRAMS AND OUTREACH	491.56-	9,461.34	20,000	20,000	10,539	.47
330-3000-520.05-89	CREDIT CARD CHARGES	17.85	124.15	0	0	124-	.00
330-3000-520.05-96	DUES & SUBSCRIPTIONS	.00	329.00	2,000	2,000	1,671	.16
330-3000-520.10-06	COLLECTION AGENCY EXPENSE	128.05	719.05	1,000	1,000	281	.72
330-3000-520.10-07	COPY MACHINES	287.96	2,455.44	10,000	10,000	7,545	.25
330-3000-520.10-25	OFFICE SUPPLIES	5,262.53	14,794.51	6,000	6,000	8,795-	2.47
330-3000-520.10-26	ORDINANCE COMPILATION	.00	.00	1,000	1,000	1,000	.00
330-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	4,325.39	10,000	10,000	5,675	.43
330-3000-520.20-43	RESOURCE SHARING	25.99	6,421.99	8,000	8,000	1,578	.80
330-3000-520.25-05	MILEAGE	.00	.00	4,000	4,000	4,000	.00
330-3000-520.25-11	FUEL	.00	802.40	9,000	9,000	8,198	.09
330-3000-520.30-05	COLLECTION DEVELOPMENT	10,794.76	115,706.89	165,000	165,000	49,293	.70
330-3000-520.30-12	READY TO READ GRANT	.00	.00	12,000	12,000	12,000	.00
330-3000-520.35-13	CONTRACT SERVICES	2,984.58	33,437.22	0	50,000	16,563	.67
330-3000-520.35-42	SOFTWARE SERVICES	1,699.50	9,169.32	12,000	12,000	2,831	.76
330-3000-520.35-85	LIBRARY CONSORTIUM	.00	8,968.00	12,000	12,000	3,032	.75
330-3000-520.40-17	CELL PHONE COSTS	272.99	1,821.27	2,000	2,000	179	.91
330-3000-520.45-02	TRAINING/LODGING/PER DIEM	79.00	5,135.45	4,000	4,000	1,135-	1.28
330-3000-520.50-05	INSURANCE	.00	2,855.32	3,000	3,000	145	.95
330-3000-520.60-16	PROMOTION & PUBLICITY	49.59	4,532.17	7,000	7,000	2,468	.65
330-3000-520.65-00	LICENSES/FEES	.00	750.00	0	0	750-	.00
330-3000-520.66-04	FINANCE	3,417.00	27,336.00	41,000	41,000	13,664	.67
330-3000-520.66-09	FACILITIES	18,833.00	150,664.00	226,000	226,000	75,336	.67
330-3000-520.66-27	LEGAL	1,250.00	10,000.00	15,000	15,000	5,000	.67
330-3000-520.66-28	ADMINISTRATION	2,333.00	18,664.00	28,000	28,000	9,336	.67
330-3000-520.66-29	HUMAN RESOURCES	2,250.00	18,000.00	27,000	27,000	9,000	.67
330-3000-520.66-94	GIS	167.00	1,336.00	2,000	2,000	664	.67
330-3000-520.66-95	IT	19,583.00	156,664.00	235,000	235,000	78,336	.67
330-3000-520.66-98	RISK MGMT	75.00	600.00	1,000	1,000	400	.60
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* EXPENDITURE		69,139.23	606,598.71	876,000	926,000	319,401	.66
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*** LIBRARY		136,846.61	1,091,932.76	1,717,000	1,717,000	625,067	.64
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**** LIBRARY		136,846.61	1,091,932.76	1,717,000	1,717,000	625,067	.64

March 2025
Financials Not
Available